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**Position:** Media and Communications Manager

NJCPoints 32 -35 (£35,745 - £38,890)

**Closing Date:** Monday 14 February 2022 (12 noon)

**Ref:** MCM/0122

**Section 1:**  PERSONAL DETAILS

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| **The Community Foundation for Northern Ireland is an Equal Opportunities Employer and welcomes applications regardless of sex, pregnancy or maternity, marital or civil partnership status, religious or similar philosophical belief; political opinion, disability, racial group, gender reassignment, sexual orientation or age.** | | | |
| SURNAME: ………………………………………………………………………….  FORENAMES: ………………………………………………………………………  ADDRESS: …………………………………………………………………………..  ……………………………………………………….POST CODE: ………………..  TELEPHONE NO: (Mobile) ……………………………..  EMAIL: ……………………………… | | | |
| **QUALIFICATIONS:** | | | |
| **Qualification (e.g. GCSE)** | **Subject** | **Grade Achieved** | **Year** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FURTHER EDUCATION** | | | | |
| Dates University/ Subjects Grade Achieved  From - To FE College etc. | | | | |
| **MEMBERSHIP OF PROFESSIONAL ORGANISATIONS AND INSTITUTIONS** | | | | |
| **EMPLOYMENT HISTORY** (please use continuation sheet if necessary)  Start with your present or most recent employment | | | | |
| Dates From - To  (Month & Year) | Name and Address of Employer | Position Held and Brief Description of Duties | Reason for Leaving | Salary |

**SECTION 2 – JOB RELATED CRITERIA**

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| Please use this section to provide evidence of how your skills, knowledge, experience and/or qualifications meet the requirements of this post by giving examples.  **NB: Only applicants who demonstrate that they meet the essential criteria will be shortlisted. Where we receive high volumes of applications, we reserve the right to shortlist those candidates who meet both the essential and desirable criteria, where applicable.** |
| **ESSENTIAL CRITERIA - Qualifications/Experience** |
| 1. **A recognised degree in Communications and/or Marketing (with five years’ experience in a Communications role)**   **Or**  **A minimum of five years’ experience in managing communications and marketing activities in the charity, public or private sector.** |
| 1. **Significant experience of working at a senior level in the development and implementation of strategies and plans in relation to marketing, communications, digital communications and public relations** |
| 1. **Significant experience of working at a senior level providing advice in relation to marketing, communications, digital communications and public relations** |
| 1. **Significant experience of working at a senior level managing a wide range of communication channels and assets, including digital channels** |
| 1. **Significant experience of working at a senior level writing press releases, articles and reports including strong copywriting and editing skills for newsletters, brochures and websites** |
| 1. **Significant experience of working at a senior level in event management** |
| 1. **Significant experience of working at a senior level in a target-driven environment demonstrating achievement of defined targets with SMART objectives.** |
| 1. **Significant experience of working at a senior level planning and managing multiple projects with competing priorities and identifying new priorities and adapting plans accordingly, delivering within agreed deadlines.** |
| 1. **Significant experience of supporting, leading and managing staff.** |
| **ESSENTIAL CRITERIA - Knowledge and Skills** |
| 1. **Significant skills in utilising a wide range of communications tools, including digital, media and marketing skills** |
| 1. **Proven ability to develop and manage relationships with the media in Northern Ireland** |
| 1. **Ability to use own initiative and experience to make decisions, working without direct supervision** |
| 1. **Ability to utilise a full range of standard office IT software/packages** |
| 1. **Ability to seek out innovation and creative solutions** |
| 1. **Be able to demonstrate political sensitivity and astuteness** |
| 1. **Knowledge and understanding of, and the ability to promote Equality, Diversity and Inclusion** |
| 1. **Commitment to continuous professional development** |
| 1. **Personal Statement: Please provide a statement that illustrates how you feel you meet our values of Generous, Thriving and Together.** |
| Do you need a work permit to work in the UK? |
| **REFERENCES**:  Please provide details of 2 referees familiar with your work, one of which should be your current or most recent employer.  1. Name and Address 2. Name and Address  Telephone no: Telephone no:  Email: Email:    Can they be contacted prior to interview – Yes No |
| **I certify that all information given is correct. I understand that any false information given may result in any job offer being withdrawn.**  **Signed: Date:**  *(Typed or electronic signature accepted)* |

**Application Forms must be completed in full and returned to:**

**Email:** fotoole@communityfoundationni.org

**CLOSING DATE:** Monday 14 February 2022 at 12.00 noon

CVs will not be accepted or considered by the panel. Forms received after the advertised deadline will not be considered.